# FINANCIAL REPORT WITH SUPPLEMENTARY INFORMATION

Year Ended March 31, 2006

			URES REP ended. Filing is ma							
Local Govern	ment T	уре	<u>_</u>	Local Governmen				Coun	•	
City 🗵	Townshi	ip UVil		Township of					ason	
Audit Date March 3	1. 2006	6	Opinion Date August 16	2006	Date Accounta August 16		Submitted to	State:		
We have aud prepared in	dited the ditection of the distribution of the	ne financ lance wi for Fina	ial statements th the Statemen	of this local unit onts of the Govern	of government	and renunting St	andards B	oard (G	ASB) and	I the Uniform
We affirm th	at:									
1. We have	compl	ied with	the <i>Bulletin for t</i>	the Audits of Loc	al Units of Go	vernmen	t in Michiga	an as re	vised.	
2. We are o	ertified	public a	ccountants regi	istered to practic	e in Michigan.					
We further a the report of	ffirm th comm	ne follow ents and	ing. "Yes" resp I recommendati	onses have beer ons	n disclosed in t	the finan	cial statem	ents, in	cluding th	e notes, or in
You must ch	eck the	e applica	ible box for eac	h item below.						
□ yes ⊠		Certa	in component u	nits/funds/agenc	ies of the loca	l unit are	excluded t	from the	financial	statements.
□ yes 🗵 i	no 2		are accumulate gs (P.A. 275 of	ed deficits in one f 1980).	or more of thi	is unit's ι	ınreserved	fund ba	alances/re	tained
□ yes 🗵	no 3		There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).							
☐ yes 🗵 i	no 4		The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.							
☐ yes 🗵 ı	no 5	. The lo	The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).							
☐ yes 🗵 ı	no 6		The local unit has been delinquent distributing tax revenues that were collected for another taxing							
□ yes ⊠ r	10 7	earne and th	d pension bene	plated the Constitution of	s) in the currer	nt year. I	If the plan i	s more	than 1009	% funded
່ yes ⊠ r	no 8	. The lo	cal unit uses cr (MCL 129.241).	redit cards and h	as not adopted	d an app	licable polic	cy as re	quired by	P.A. 266 of
□ yes 🗵 r	no 9	. The lo	cal unit has not	adopted an inve	estment policy	as requi	red by P.A.	196 of	1997 ( <b>M</b> C	CL 129.95).
We have e	nclos	sed the	following:				Enclosed		o Be warded	Not Required
The letter of	comn	nents an	d recommendat	tions.			X			
Reports on	individ	ual fede	al financial ass	istance program	s (program au	dits).				Х
Single Audit	Repo	rts (ASL	GU).					_		Х
Certified Publ Campbell							_			
Street Addres 512 N. Lii	s ncoln,	Suite 10	0, P.O. Box 686		City	———Bay City		State MI	<b>Zip</b> 4870	
Accountant Si	gnature	ħ / Ι -		4000						<u> </u>

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### CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

August 16, 2006

To the Township Board Township of Grant Mason County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Township of Grant, Mason County, Michigan as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township of Grant's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Grant, Mason County, Michigan as of March 31, 2006, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of April 1, 2005.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the Township's basic financial statements. The other supporting information described in the accompanying table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, in our opinion, it is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

CAMPBELL, KUSTÉRER & CO., P.C.

Certified Public Accountants

#### MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended March 31, 2006

The Management's Discussion and Analysis report of the Township of Grant covers the Township's financial performance during the year ended March 31, 2006.

#### **FINANCIAL HIGHLIGHTS**

Our financial status remained stable over the last year. Net assets at March 31, 2006, totaled \$311,680.25 for governmental activities. Overall total capital assets remained approximately the same.

Overall revenues were \$135,441.00 from governmental activities. Governmental activities had a \$17,592.29 increase in net assets.

We did not incur any debt.

#### **OVERVIEW OF FINANCIAL STATEMENTS**

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

#### **ENTITY-WIDE FINANCIAL STATEMENTS**

The entity-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Township are reported as governmental activities. This includes the General Fund.

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the year ended March 31, 2006

#### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following types of funds:

Governmental funds: All of the Township's activities are included in the governmental category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Township's governmental activities include the General Fund.

#### FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Our cash position in the governmental activities remains strong. Our external debt is \$0.

#### FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

The General Fund pays for all of the Township's governmental services. The most significant are Fire Protection which incurred expenses of \$25,258.05 and assessing which incurred expenses of \$14,069.17.

#### CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Township's governmental activities invested \$0 in capital assets.

The Township has no long-term debt.

#### KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The future of state revenue sharing is very clouded and it represents a significant portion of our income. CONTACTING THE TOWNSHIP'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Townships finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact the Township Clerk, Mary Jo Janowiak at (231) 464-5473 or Township Treasurer, Susan Merkey at (231) 464-5468.

# GOVERNMENT-WIDE STATEMENT OF NET ASSETS March 31, 2006

	Governmental Activities
ASSETS: CURRENT ASSETS:	
Cash in bank	244 602 52
Taxes receivable	<u>4 381 73</u>
Total Current Assets	248 984 25
NON-CURRENT ASSETS:	
Capital Assets	120 100 00
Less: Accumulated Depreciation	(55 640 00)
Total Non-current Assets	64 460 00
TOTAL ASSETS	313 444 25
LIABILITIES AND NET ASSETS:	
LIABILITIES: CURRENT LIABILITIES	
Accounts payable	<u> </u>
Total Current Liabilities	1 764 00
NON-CURRENT LIABILITIES	
Total Non-current Liabilities	
Total Liabilities	1 764 00
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	64 460 00
Unrestricted	<u>247 220 25</u>
Total Net Assets	311 680 25
TOTAL LIABILITIES AND NET ASSETS	<u>313 444 25</u>

# GOVERNMENT-WIDE STATEMENT OF ACTIVITIES Year ended March 31, 2006

		Prog Reve	Governmental Activities	
FUNCTIONS/PROGRAMS	Expenses	Charges for Services	Capital Grants - Contributions	Net (Expense) Revenue and Changes in Net Assets
Governmental Activities:				
Legislative	1 430 00	-	-	(1 430 00)
General government	71 807 91	12 539 66	-	(59 268 25)
Public safety	29 171 77	7 316 20	12 355 00	(9 500 57)
Public works	7 110 90	-	-	(7 110 90)
Other	<u>8 328 13</u>			(8 328 13)
Total Governmental Activities	<u>117 848 71</u>	19 855 86	<u>12 355 00</u>	(85 637 85)
General Revenues:				
Property taxes				29 586 59
State revenue sharing Interest				62 334 91
Miscellaneous				5 738 08
Miscellaneous				<u>5 570 56</u>
Total General Revenues				103 230 14
Change in net assets				17 592 29
Net assets, beginning of year				<u>294 087 96</u>
Net Assets, End of Year				<u>311 680 25</u>

# BALANCE SHEET – GOVERNMENTAL FUNDS March 31, 2006

	Total (General)
<u>Assets</u>	
Cash in bank Taxes receivable	244 602 52 4 381 73
Total Assets	248 984 25
Liabilities and Fund Equity	
Liabilities: Accounts payable Total liabilities	1 764 00 1 764 00
Fund equity: Fund balances: Unreserved: Undesignated	<u> 247 220 25</u>
Total fund equity	247 220 25
Total Liabilities and Fund Equity	248 984 25

## RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET ASSETS

March 31, 2006

#### TOTAL FUND BALANCES - GOVERNMENTAL FUNDS

247 220 25

Amounts reported for governmental activities in the statement of net assets are different because –

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:

Capital assets at cost Accumulated depreciation

120 100 00 (55 640 00)

TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES

311 680 25

### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS Year ended March 31, 2006

Revenues	Total (General)
Revenues:  Property taxes	29 586 59
Licenses and permits	1 643 00
Federal grant	12 355 00
State revenue sharing	62 334 91
Charges for services-PTAF	12 539 66
Charges for services- zoning	5 673 20
Interest	5 738 08
Miscellaneous	<u>5 570 56</u>
Total revenues	135 441 00
Expenditures:	
Legislative:	
Township Board	1 430 00
General government:	
Supervisor	4 644 30
Elections	668 41
Assessor	14 069 17
Attorney	4 594 49
Clerk	4 733 51
Board of review	630 00
Treasurer	11 632 55
Building and grounds Cemetery	10 994 42
Unallocated	2 411 73
Public safety:	14 889 33
Fire protection	25 250 45
Planning and zoning	25 258 05 3 553 72
Liquor law enforcement	360 00
Public works:	300 00
Highways and streets	6 080 36
Street lights	1 030 54
Other:	1 000 04
Insurance	3 926 00
Retirement	3 961 13
Payroll taxes	441 00
Total expenditures	115 308 71
Excess of revenues over expenditures	20 132 29
Fund balances, April 1	227 087 96
Fund Balances, March 31	<u>247 220 25</u>

# RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES Year ended March 31, 2006

#### NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS

20 132 29

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense Capital Outlay	(2 540 00)
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u> 17 592 29</u>

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Township of Grant, Mason County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

#### Reporting Entity

The financial statements of the Township contain all the Township funds that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of Grant. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

#### Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

#### Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 1 – <u>Summary of Significant Accounting Policies</u> (continued)

#### Governmental Funds

#### General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

#### Fiduciary Fund

The Current Tax Collection Fund is used to account for assets held as an agent for others.

#### Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

#### Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

#### **Inventories**

Inventories of supplies are considered to be immaterial and are not recorded.

#### Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The 2005 tax roll millage rate was .7913 mills, and the taxable value was \$37,051,476.00.

#### Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 1 – <u>Summary of Significant Accounting Policies</u> (continued)

#### Capital Assets

Capital assets are defined by the Township as assets with an initial cost of more than \$500.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings 20-50 years Equipment 3-10 years

#### Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

#### Post-employment Benefits

The Township provides no post-employment benefits to past employees.

#### **Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### Accounting Change

Effective April 1, 2005, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements* – and *Management's Discussion and Analysis* – for *State and Local Governments* (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Township's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$64,460.00.

#### Note 2 - Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

- 1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
- 2. The proposed budgets include expenditures as well as the methods of financing them.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 2 – <u>Budgets and Budgetary Accounting</u> (continued)

- 3. Public hearings are held to obtain taxpayer comments.
- The budgets are adopted at the activity level by a majority vote of the Township Board.
- 5. The budgets are adopted on the modified accrual basis of accounting.
- 6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
- 7. The adopted budgets are used as a management control device during the year for all budgetary funds.
- 8. Budget appropriations lapse at the end of each fiscal year.
- 9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

#### Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated one bank for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	Carrying <u>Amounts</u>
Total Deposits	<u>244 602 52</u>

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

### NOTES TO FINANCIAL STATEMENTS March 31, 2006

#### Note 3 – Deposits and Investments (continued)

	Bank Balances
Insured (FDIC) Uninsured and Uncollateralized	159 799 62 117 646 92
Total Deposits	<u>277 446 54</u>

The Township did not have any investments as of March 31, 2006.

#### Note 4 - Capital Assets

Capital asset activity of the Township's Governmental activities for the current year was as follows:

	Balance 4/1/05	Additions	Deletions	Balance 3/31/06
Governmental Activities:		7 Idditions	Deletions	<u> </u>
Land	1 000 00	_	_	1 000 00
Buildings	113 000 00	-	-	113 000 00
Equipment	<u>6 100 00</u>			6 100 00
Total	120 100 00	-	-	120 100 00
Accumulated Depreciation	(53 100 00)	(2 540 00)		(55 640 00)
Net Capital Assets	<u>67</u> 000 00	(2 540 00)		64 460 00

#### Note 5 - Pension Plan

The Township has a defined contribution pension plan covering all elected officials. The Township contributes fifteen percent of each participating employee's wages to the plan. During the year ended March 31, 2006, the Township's retirement plan contribution was \$3,961.13.

#### Note 6 – <u>Deferred Compensation Plan</u>

The Township does not have a deferred compensation plan.

#### Note 7 – Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### Note 8 - Building Permits

The Township of Grant does not issue building permits. Building permits are issued by the County of Mason.

# BUDGETARY COMPARISON SCHEDULE – GENERAL FUND Year ended March 31, 2006

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:	<u> </u>		Actual	Tonaci
Property taxes	37 000 00	37 000 00	29 586 59	(7 413 41)
Licenses and permits	900 00	900 00	1 643 00	743 00
Federal grant	300 00	-	12 355 00	12 355 00
State revenue sharing	40 000 00	40 000 00	62 334 91	22 334 91
Charges for services:	40 000 00	40 000 00	02 004 01	22 004 01
Property tax administration	_	_	12 539 66	12 539 66
Zoning fees	6 000 00	6 000 00	5 673 20	(326 80)
Interest	1 000 00	1 000 00	5 738 08	4 738 08
Miscellaneous	10 000 00	10 000 00 10 000 00	<u> </u>	(4 429 44)
Miscenaticous	10 000 00	10 000 00	<u> </u>	(4 429 44)
Total revenues	94 900 00	94 900 00	135 441 00	40 541 00
Expenditures:				
Legislative:				
Township Board	1 620 00	1 620 00	1 430 00	(190 00)
General government:				
Supervisor	5 200 00	5 200 00	4 644 30	(555 70)
Elections	1 000 00	1 000 00	668 41	(331 59)
Assessor	18 000 00	18 000 00	14 069 17	(3 930 83)
Attorney	5 000 00	5 000 00	4 594 49	(405 51)
Clerk	5 200 00	5 200 00	4 733 51	(466 49)
Board of review	800 00	800 00	630 00	(170 00)
Treasurer	10 000 00	12 000 00	11 632 55	(367 45)
Building and grounds	11 000 00	12 000 00	10 994 42	(1 005 58)
Cemetery	8 000 00	8 000 00	2 411 73	(5 588 27)
Unallocated	16 000 00	20 200 00	14 889 33	(5 310 67)
Public safety:				,
Fire protection	16 000 00	25 300 00	25 258 05	(41 95)
Planning and zoning	5 500 00	5 500 00	3 553 72	(1 946 28)
Liquor law enforcement	1 000 00	1 000 00	360 00	(640 00)
Public works:				,
Highways and streets	45 000 00	45 000 00	6 080 36	(38 919 64)
Street lights	1 000 00	1 100 00	1 030 54	(69 46)
Other:				, ,
Insurance	4 500 00	4 500 00	3 926 00	(574 00)
Retirement	4 000 00	4 000 00	3 961 13	(38 87)
Payroll taxes	400 00	400 00	441 00	(159 00)
Contingency	10 000 00	10 000 00		(10 000 00)
Total expenditures	169 220 00	<u>186 020 00</u>	115 308 71	(70 711 29)
Excess of revenues over				
expenditures	(74 320 00)	(91 120 00)	20 132 29	111 252 29
Fund balance, April 1	<u>74 320 00</u>	91 120 00	227 087 96	<u> 135 967 96</u>
Fund Balance, March 31		<u> </u>	247 220 25	247 220 25

# CURRENT TAX COLLECTION FUND STATEMENT OF CHANGES IN ASSETS AND LIABILITIES Year ended March 31, 2006

<u>Assets</u>	Balance 4/1/05	<u>Additions</u>	Deductions	Balance 3/31/06
Cash in Bank	417 73	<u>1 165 323 82</u>	1 158 819 35	6 922 20
Total Assets	417 73	<u>1 165 323 82</u>	1 158 819 35	6 922 20
<u>Liabilities</u>				
Due to other funds Due to other units	417 73 	44 786 25 1 120 537 57	45 203 98 <u>1 113 615 37</u>	- 6 922 20
Total Liabilities	<u>417 73</u>	<u>1 165 323 82</u>	<u>1 158 819 35</u>	6 922 20

# CURRENT TAX COLLECTION FUND STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS Year ended March 31, 2006

Cash in bank – beginning of year	417 73
Cash receipts: Property tax Property tax administration fees Total cash receipts	1 153 901 10 11 422 72 1 165 323 82
Total beginning balance and cash receipts	1 165 741 55
Cash disbursements:     Mason County     Mason County Schools     Mason County Rural Fire Department     Mason- Lake ISD     Manistee ISD     West Shore Community College     Manistee Public Schools     Freesoil Community Schools     Township General Fund     Refunds Total cash disbursements	466 445 29 274 878 85 32 397 06 81 785 83 22 156 48 104 148 63 125 147 15 1 501 52 45 203 98 5 154 56 1 158 819 35
Cash in Bank – End of Year	6 922 20

### CAMPBELL, KUSTERER & CO., P.C.

#### **CERTIFIED PUBLIC ACCOUNTANTS**

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### AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

August 16, 2006

To the Township Board Township of Grant Mason County, Michigan

We have audited the financial statements of the Township of Grant for the year ended March 31, 2006. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### <u>AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES</u>

We conducted our audit of the financial statements of the Township of Grant in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Township Board Township of Grant Mason County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

#### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

#### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

#### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended March 31, 2006. The implementation of this pronouncement for the Township of Grant began with the year ended March 31, 2006. The daily operations and recording transactions did not change significantly, however, the Township is required to maintain additional records for the year end adjustments to the final presentation format.

#### COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2006.

To the Township Board Township of Grant Mason County, Michigan

#### **SUMMARY**

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely, Comptell, Kustonus, Co., P. (.

CAMPBELL, KUSTERER & CO., P.C.

**Certified Public Accountants**